

Chatelech Secondary School

STUDENT HANDBOOK

2024-2025

Mr. Sauer, Principal

Ms. Chamberlin, Vice-Principal

Mrs. Arduin, Administration Assistant (Finance)

Mrs. Demeter, Office Assistant (Student Records)

Mrs. Bachand, Office Assistant/Communications (Front Desk)



We are honoured to live, learn, play and work on the unceded territories of the *shíshálh* Nation.

Location: 5904 Cowrie St.

P.O. Box 1430

Sechelt, BC V0N 3A0

Telephone: (604) 885-3216

Website: <https://chatelech.sd46.bc.ca/>

Online App: <https://chatelech.appazur.com/app/>

PRINCIPAL'S MESSAGE

Chatelech Secondary is a warm and inviting place. At CSS, we strive to provide students with the most variety possible whether it is in our athletics or arts programs, our extracurricular clubs, or method of instruction. We offer a wide variety of athletic options and encourage students to invest into an activity that promotes physical well-being. The arts at CSS have always been an inspiration. Our theatrical plays, student artwork, and musical programs have always received high praise for their level of professionalism. We offer a wide range of clubs and activities for our students and this variety demonstrates the diversity of our students' interests. Whether it be time spent on the Climbing Wall, a foray into a Dungeons and Dragons campaign, or involvement in our Drag Racing team to name a few, students, and staff, can find a place to enrich their learning experience or just have fun with friends.

As your Principal, I am excited about all the opportunities for growth you will have at your disposal. Be involved! A school is more than just an interstate of learning – it is a vibrant community that is only as strong as the people who choose to invest in it. Seek out new ways to enrich your experience, and in the process, we can ensure that all students who walk through our front doors will feel welcomed, safe, and inspired to be the best they can be.

I'm looking forward to a wonderful 2024-2025 school year!

Warm Regards,

Mr. Sauer

CHATELECH SECONDARY SCHOOL VISION

At Chatelech we expect that all members of our community be:

- ⇒ **respected and supported** as learners (student and staff)
- ⇒ challenged in a climate of **high expectations for student success**
- ⇒ **recognized as individuals** with **diverse backgrounds**
- ⇒ able to flourish socially and emotionally in a safe and orderly environment (Culture of Care)

The **Culture of Care** at Chatelech is the embodiment of our School's Way of Being. The Culture of Care is comprised of four main core values: **Empathy, Respect, Responsibility, and Integrity**. We, as a learning community, are committed to upholding these values in order to ensure that all members are valued and supported at Chatelech.

WE ARE GUIDED BY OUR
CORE VALUES



Empathy *is how we as individuals understand what others are experiencing as if we were feeling it ourselves.*

Responsibility *means you do the things you are expected to do and accept the consequences (results) of your actions.*

Respect *is a way of treating someone or something. You show respect by being thoughtful, polite and kind.*

Integrity *is about doing the right thing, even when no one is watching; and about courage, honesty, and care in one's daily interactions.*

CHATELECH SECONDARY SCHOOL

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SCHOOL DISTRICT NO. 46 (SUNSHINE COAST) CALENDAR 2024/2025

Tuesday, September 3rd, 2024 Professional Development Day (Administrator) (1.0)

Monday, September 30th National Day for Truth and Reconciliation (1.0)

Wednesday, October 9th and Thursday, October 10th Early Dismissals

Monday, October 14th Thanksgiving Day (1.0)

Friday, October 25th Professional Development Day (Provincial) (1.0)

Monday, November 11th Remembrance Day (1.0)

Monday, November 18th Professional Development Day (School) (1.0)

Monday, December 23rd, 2024 to Friday, January 3rd, 2025 inclusive Winter Vacation

Monday, January 6th Schools Reopen

Wednesday, February 5th and Thursday, February 6th Early Dismissals

Friday, February 7th Professional Development Day (District) (1.0)

Monday, February 17th Family Day (1.0)

Monday, March 17th to Thursday, March 28th inclusive Spring Vacation

Monday, March 31st Schools Reopen

Friday, April 18th Good Friday (1.0)

Monday, April 21st Easter Monday (1.0)

Tuesday, April 22nd Professional Development Day (1.0)

Friday, May 16th Professional Development Day (School) (1.0)

Monday, May 19th Victoria Day (1.0)

Thursday, June 26th Last Instructional Day of School Year

Friday, June 27th Administrative Day (1.0)

Days of Instruction: 180

BELL SCHEDULE

Monday-Friday

Period 1:	9:00 to 10:08
<i>Flex</i>	<i>10:10 to 10:50</i>
Period 2:	10:52 to 12:00
<i>Lunch:</i>	<i>12:00 – 12:50</i>
Period 3:	12:50 to 1:57
Period 4:	2:01 to 3:08
<i>Tutorial:</i>	<i>3:06-3:16</i>

Alternate Bell Schedules

The daily timetable changes on days when an assembly is planned or we have early dismissal. The alternate bell schedules are:

Early Dismissal Schedule

Period 1:	9:00 - 10:00
<i>Class Change:</i>	<i>10:00 - 10:05</i>
Period 2:	10:05 - 11:05
<i>Class Change:</i>	<i>11:05 - 11:15</i>
Period 3:	11:15 - 12:15
<i>Lunch:</i>	<i>12:15 - 1:05</i>
Period 4:	1:05 - 2:05

No Flex Schedule

Period 1:	9:00 to 10:08
Period 2:	10:23 – 11:40
<i>Lunch:</i>	<i>11:40 – 12:30</i>
Period 3:	12:30-1:47
<i>Class Change</i>	<i>1:47 – 1:51</i>
Period 4:	1:51 – 3:08
Tutorial:	3:08 – 3:16

FLEX

A key component of the schedule at Chatelech Secondary School includes FLEX time. There is one 40-minute block of FLEX time Monday to Friday morning. The purpose of FLEX time is to support student independence and choice. To that end, students are expected to be in a space for the duration of FLEX time. Grade 8 and 9 students must FLEX in a classroom while senior students can FLEX in the library or foyer. At times, teachers may require student presence in their classroom during FLEX time. This is at the discretion of individual teachers.

SWAAG

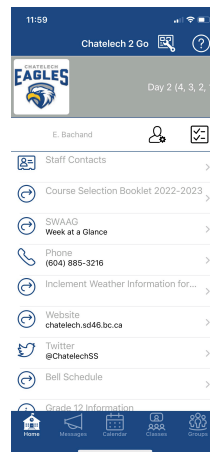
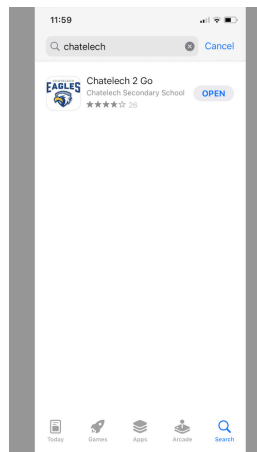
At the beginning of each week, we will email families a SWAAG (School Week at a Glance). This will include the block rotation, athletics calendar, club calendar, hot lunch information and any other pertinent information pertaining to that week.

CHATELECH EAGLES		SWAAG					CHATELECH EAGLES	
Date:	Monday May 8 th	Tuesday May 9 th	Wednesday May 10 th	Thursday May 11 th	Friday May 12 th			
Rotation:	Day 1 (3,4,1,2)	Day 2 (3,4,1,2)	Day 1 (4,3,2,1)	Day 2 (4,3,2,1)	Day 2 (3,4,1,2)			
Timetable:				Parent Meet and Greet 5-7pm	End of Hex 5 Electives			
9:00-10:08	Period 1	Period 1	Period 1	Period 1	Period 1			
10:10-10:50	Flex	Flex	Flex	Flex	Flex			
10:52-12:00	Period 2	Period 2	Period 2	Period 2	Period 2			
12:00-12:45	Lunch	Lunch	Lunch	Lunch	Lunch			
12:45-1:53	Period 3	Period 3	Period 3	Period 3	Period 3			
1:53-2:02	Break	Break	Break	Break	Break			
2:02-3:10	Period 4	Period 4	Period 4	Period 4	Period 4			
3:10-3:18	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial			
CSS Extra/Flex:								
GRAD:								
ATHLETICS:	Jr Ultimate Zone Championship Sr Ultimate North Shore Championship		Golf Club at Blue Ocean @ 3:30pm Jr Ultimate Practice @ 3:15pm	Ultimate Practice @ 7:00am				
CLUBS:		Board/Card Games Club library @ 12:00pm Art Club @ 3:15pm Chess Club in room 118 @ 12:00pm	SAAS at Flex in Room between 103 & 105 Book Club library @ 12:00pm Disc Golf Club @ 12:00pm in front of school	D&D Club library @ 12:00pm Interactors Club @ 12:00pm Drag Racing 3:15pm	Disc Golf Club @ 12:00pm in front of school			
FITNESS CENTRE AM:	6:30-7:30am	closed	6:30-7:30am	closed	6:30-7:30am			
FITNESS CENTRE PM:	3:30-5:00pm	3:30-5:00pm	3:30-5:00pm	3:30-5:00pm				
HOT LUNCH:		Sushi	Butter Chicken	Pizza	Hot dogs/ Veggie Dogs			
SCHOOL STORE:	Closed	Open	Open	Open	Closed			
NOTES & UPCOMING:	<ul style="list-style-type: none"> Please note fitness centre hours are subject to supervision availability 		Upcoming:	<ul style="list-style-type: none"> May 18th clothing swap at lunch. Drop off any donations at the library between May 8th-24th (wearable condition spring or summer clothing – no shoes, intimates or swimwear) May 19th – Pro-D Day NO SCHOOL 				

Chat2Go App

We encourage students and parents/guardians to download our app. This enables access to download schedules, receive school messaging, subscribe to classes, athletic teams and clubs for direct communication, access the CSS calendar and school information in general.

APP STORE DOWNLOADED APP



STUDENT RESPONSIBILITIES

The ultimate responsibility for success belongs to each individual student.

CELL PHONE/ELECTRONICS USE

The BC Ministry of Education and Child Care is launching concrete actions to keep kids safe and healthy in schools, which includes restricting the use of cell phones in schools¹. By the Fall of 2024, all BC schools will have cell phone policies in place that restrict students' cell phone use in the classroom.

In an effort to maintain an optimal learning environment, ensure safety and limit distractions, cell phones are not permitted during class instructional time and during Flex. This includes the hallways and washrooms. All cell phones/electronic devices will be **turned off/put away** during instructional and Flex times, and either kept in student lockers or in back packs. We understand communication is important, if you need to contact your child during instructional or flex time, please call our school office at **604-885-3216**. **If you need to reach your child in an emergency, please call the school office** and we will remove your child from their classroom to take your call privately. In an emergency, we will support your child until you can come to them.

The following are **non-instructional times** when students can be contacted:

- before school starts at 9:00 am
- between 12:00-12:50 (lunch)
- between 1:57-2:01 (break)
- after school ends at 3:08 pm

All teachers are responsible for establishing the cell phone/electronic device policy in their classrooms and follow the process below:

1. Expectations are **clearly shared** with students and posted in clear view in the classroom.
2. Students *may* receive a reminder to turn off and store devices in the classroom, in their locker, or in their back pack.
3. Should a student not comply, they will be **directed to deliver** their device to the front office staff (Emily Bachand) where it will be held in a secure location for the remainder of the school day. Students will receive an embossed numbered card upon turning in their cell phone at the office and will be required to present this numbered card to retrieve their cell phone. Some students may be required to meet with the school principal or vice principal in order to retrieve their device.
4. The school principal or vice principal will **contact parents/caregivers** when a student is struggling to follow the cell phone/electronic device policy. This decision will be based partly on the frequency over time a cell phone is being turned into the office by one individual.
5. In the event a student is consistently struggling to follow the school wide cell phone/electronic device policy, parents/caregivers will be contacted to arrange a **pickup for that student and/or device**, AND the device will remain home until further notice.

¹ <https://news.gov.bc.ca/releases/2024PREM0004-000088>

HALL PASSES

Students who need to leave class during instructional time (including FLEX) are required to have a staff issued HALL PASS. Students who are in the hallway without a pass will be given a warning and will be asked to return to class. If students are caught regularly in the hallways without permission, they will have a meeting with the school Principal or Vice Principal and a consequence may be given.

CONGREGATING IN AREAS

Student and staff safety is paramount to our Culture of Care at Chatelech. To ensure this objective, we discourage congregating in areas of the school that are unsupervised. **School washrooms, changerooms and hallways, for example, are areas where students should not gather in groups. Students that use this space for this purpose will be asked to leave. Failure to comply to this request may result in a student having further conversations with school Principal or Vice Principal.**

LOCKERS

Lockers are assigned to each student. Students in grades 9-12 must pay any outstanding fees prior to obtaining a locker. The locker **belongs** to the school and is on loan to you. Students are responsible for the locker assigned to them at the beginning of the year – no trading or moving please. Lockers may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.

At the end of the year, students are expected to remove all items, wipe the inside of the locker clean, ensure there are no stickers or graffiti inside or outside the locker and return their lock. The cost to repair lockers with structural damage will be charged to the student responsible.

Very Important Locker Advice:

- **All locks must be school assigned locks. (If there is a special consideration, please ensure that you have spoken to the office and permission to use a non-school issued lock will be reviewed)**
- **Do not tell ANYONE else your combination.**
- If your lock becomes damaged or someone else has discovered your combination, immediately trade it in for a new one at the office.
- **Never leave your combination set to the last digit.**
- **If a lock needs to be replaced (and the previous lock is not returned) there will be a charge to the student.**

Please note: School Administrators are authorized to open a locker, with or without notification, in circumstances of emergency or safety concern, or to carry out a search when the presence of illegal substances is suspected.

We recommend that students do NOT bring valuables to school. Any wallets and jewelry should be given to the PE teacher, not left in gym lockers during PE class. Any incidents of theft should be reported immediately but please note that the school cannot be responsible for the loss of personal belongings, including electronics.

DRESS REGULATIONS

Students are expected to dress appropriately by meeting reasonable standards. This means that:

- shoes must be worn at all times inside the building;

- articles of clothing that have direct or indirect inappropriate messages or graphics (e.g. messaging about alcohol, drugs, racism or sexism or profanity etc.) must not be worn.
- Undergarments should be minimally visible.
- **Important note:** “Reasonable standards” means as in a place of business or professional work place.
- **If items of clothing are deemed inappropriate by school staff, students can expect to be asked to either change their clothing or put on an outer garment.** If students refuse to comply with staff or administration on this matter, parents will be contacted and it will be deemed as a discipline matter.

VAPING/SMOKING

Chatelech is a vape and smoke-free school. Smoking and vaping are not permitted on any school grounds, which includes the upper parking lot. The use of chewing tobacco and dip as well as electronic cigarettes/’vapes’ is also not permitted. The consequence for violating this policy will be escalating discipline up to and including parental contact and in-school suspension if there are repeat incidents.

SKATEBOARDING/BIKING

Skateboarding/Biking is not permitted on school grounds without a helmet. In order to ensure student safety, we ask that students do not perform tricks or engage in excessive speeds in the parking lot or in drop off/pick up areas. Students are welcome to use their skateboards at the Skate Park adjoining the school parking lot during non-instructional time.

ALCOHOL AND DRUGS

A student who has consumed or is in possession of alcohol or drugs and is on any school premises, or at any school function, will face suspension and/or referral to a counsellor. Following district suspension guidelines, the consequence may include being transferred to another school. **Students may lose the privilege of participating in school activities possibly including team sports, dances, Grad Formal, Prom & Banquet and/or Dry Grad activities at the end of the school year.**

SKIPPING CLASS/UNEXCUSED ABSENCE - “MISSING SCHOOL-MISSING OUT”

Student achievement is directly related to attendance.

The discipline resulting from an unexcused absence will be dependent upon the age of the student but will be escalating in nature (warning, detention, in-school suspension, suspension).

- Parents will be contacted by the school’s auto dialer, by the teacher or administration, and missed instruction will be expected to be made up.
- Chronic absences will result in a meeting with the student, their parent and the teacher involved to develop a plan to address the problem. Saturday School is an option that we have used.
- If the problem continues, terms and conditions will be set by administration. If these conditions are not met, the student may be suspended or withdrawn from school and a referral to another school may be made.

CHATELECH CODE OF CONDUCT

1. STATEMENT OF PURPOSE:

The Chatelech Code of Conduct is designed to establish and maintain

- safe, caring and orderly environments for purposeful learning and,
- appropriate balance between individual and collective rights, responsibilities and freedoms

The Code of Conduct provides guidelines for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

2. EXPECTATIONS:

Acceptable conduct:

- act with respect and dignity toward others;
- act with respect toward our school and our community;
- treat others how you would like to be treated, and
- solve conflict in a peaceful manner.

Unacceptable conduct:

- Interfering with the learning of others (e.g. creating disruptions, etc.)
- Interfering with an orderly environment (e.g. disrespect, rudeness, cheating, chronic lateness, etc.)
- Creating unsafe conditions (e.g. play fighting, running in the hallways etc.)
- Discrimination on the basis of race and/or use of racial slurs, use of derogatory language (SD46 Anti-Racism Policy and MECC Anti-Racism Action Plan)
- Discrimination on the basis of *gender expression, gender identity or sexual orientation* (Refer to Bill 27, Human Rights Code Amendment Act, 2016)
- An action by any person which humiliates, insults, or degrades another person
 - making jokes or comments that a reasonable person would find offensive by spoken word, gestures, on paper or through electronic communication
 - criticizing another person persistently or constantly
 - spreading malicious rumors and/or gossip
 - personal insults or name calling
- Theft of or damage to property, vandalism
 - tampering with a person's personal belongings
- Retribution against a person who has reported incidents

Immediate Safety Concerns: the following, but not limited to, may be considered immediate safety concerns by staff:

- Acts of bullying, intimidation, harassment (verbal, physical, and sexual) or intimidation
- Acts of violence and assault (physical and verbal, including harsh language)
- Illegal acts, such as:
 - possession, use or distribution of illegal or restricted substances
 - possession or use of weapons
 - theft of or damage to property

Rising Expectations:

Chatelech students are expected to grow in their Core Competency Capacities, such as Personal and Social Awareness and Responsibility, Communication, Collaboration and Thinking skills, as well as their acceptance of increasing consequences for their choices, actions and behaviour.

3. CONSEQUENCES:

Restorative Discipline Practices is an equitable, culturally safe and strengths-based approach informed by evidence. Chatelech is committed to using Restorative Discipline Practices to help create just and equitable learning environments; build and maintain healthy relationships; heal from harm; and transform conflict. The restorative framework and approach grant us the opportunity to focus on fostering accountability, repairing relationships and promoting a positive and safe learning environment for all.

Chatelech upholds and is guided by our school's Code of Conduct and Core Values. We believe that all behaviour is communication and students are expected to learn, grow and move forward in a positive way. We recognize that learning involves recognizing the consequences of one's actions, and thus, takes patience and time. The severity and frequency of unacceptable conduct as well as the age, maturity and diverse needs of students are considered in determining appropriate disciplinary action. Wherever possible, disciplinary action is preventative and restorative, rather than merely punitive. The following serve as some examples of disciplinary actions:

- ⇒ assigned Flex time
- ⇒ after-school or lunch hour detention
- ⇒ in-school or out-of-school suspension
- ⇒ time out (i.e. time is provided for all parties involved to calm down, gather all relevant information or arrange necessary meetings)
- ⇒ restorative justice circles led by trained community facilitators

STUDENT SERVICES

We offer an array of services for students and parents. Our focus is on the intellectual, behavioural, emotional, social, physical, and career development of each student. We use the School Based Team to plan; problem solve and coordinate services. Students or parents who wish to work with the School Based Team to address a concern can make arrangements to do so through the counsellors or administrators.

CONTACTS

Principal	Mr. Sauer
Vice-Principal	Ms. Chamberlin
Administrative Assistant (Finances)	Mrs. Arduin
Office Assistant (Records)	Mrs. Demeter
Office Assistant/ Communications.	Mrs. Bachand
Programming, Counselling	Mr. Smith/Ms. Pierce/Ms. Roberts
Inclusion Support Services	Mr. Biel/Ms. Curling/Mr. Gasson
Librarian	Ms. Sharkey
Athletics Director	Mr. Mani
Shine-On	Ms. Quinn/Ms. Aube

COUNSELLING SERVICES

Our counsellors are here to assist with course selection and post-secondary education planning, provide conflict resolution strategies and offer support and interventions for personal issues that impact student success at school.

INCLUSION SUPPORT SERVICES

Our Inclusion Support Services Department works with students who are eligible for an individualized education program. Students, parents and teachers may make requests for any of the services offered by this department through any member of the School Based Team.

Shine-On programming and supports nurture our students' Core Competencies through a dynamic combination of academics, functional and daily living skills, social and emotional learning skills, communication skills and personal independence. We offer 3 areas of programming supports based on individual needs:

1. Connect
2. Life Skills
3. Vocational Life Skills

LIBRARY SERVICES

The CSS library offers students and staff a wide range of resources and services, from print materials (books, textbooks, magazines, comics) to digital options (e-books, audiobooks, and subscription databases). Students and staff sign out Chromebooks for use during the day or take home an iPad to read or listen to a digital book. The library offers printing and scanning services, and is the Tech Support hub for the school. Our courtyard offers an outdoor space to read, study, and access the student WiFi network. Clubs such as Dungeons & Dragons, and the Gardening Club, are supported by the library and programming such as Hour of Code, Coast Reads, and monthly Take-away Maker projects are offered here. The library staff also support teachers through collaboration and co-planning, field trip support, and curating collections of resources for use in the classroom, as well as offering instruction on evaluating information sources, data, media and digital literacy, and digital citizenship. Through Reader's Advisory, the library aims to connect all students to the information that they need, and stories they will enjoy.

ATHLETICS

Our athletic program has a fine record of achievement and participation. Our extra-curricular athletic program normally includes teams in Volleyball, Basketball, Cross Country Running, Ice Hockey, Ski & Snowboard, Wrestling, Ultimate, Golf, Track & Field, Mountain Biking and Rugby. Students are encouraged to listen to daily announcements for information about our sports teams as well as follow team activities on the School App. There is a fee to participate in our athletic program. If students plan to use our Fitness Studio during non-instructional time, there is an annual fee. Studio times will be posted outside the fitness room as well as being posted in the SWAAG (School Week at a Glance).

